

14 FAH-3 H-400 ASSESSMENT OF SKILL AND TRAINING

14 FAH-3 H-410 GENERAL

(CT:AQM-1; 11-29-2005)
(Office of Origin: A/OPE)

14 FAH-3 H-411 PURPOSE

(CT:AQM-1; 11-29-2005)

The development of a professional acquisition workforce depends on first assessing employees' current skills and then providing both formal classroom training and on-the-job training (OJT) to expand or enhance those skills.

14 FAH-3 H-412 EMPLOYEE INTERVIEW

(CT:AQM-1; 11-29-2005)

Supervisors of acquisition personnel (whether U.S. citizens or Foreign Service nationals) should conduct an employee interview with each subordinate who performs acquisition duties within the first 30 days of duty for new employees. The purpose of the interview is to determine areas in which the employee is currently proficient and where additional training is necessary. Supervisors should review employee's skills and needs on an annual basis during the Individual Development Plan (IDP) process.

14 FAH-3 H-413 INDIVIDUAL DEVELOPMENT PLAN (IDP)

(CT:AQM-1; 11-29-2005)

- a. At the conclusion of the employee interview, the supervisor and employee must jointly develop and sign an Individual Development Plan (IDP). The IDP should include all education required by law (Section 4307 of the

Federal Acquisition Reform Act) and all mandatory Department of State acquisition training. Completing the training and developmental assignments set forth in an IDP should help employees develop proficiency in the 71 skills described in the Federal Acquisition Institute's Contract Specialist Training Blueprints.

- b. Heads of contracting activities (HCAs) must use Form DS-1911, Individual Development Plan for Acquisition Personnel, and Form DS-1911-A, Individual Development Plan for Acquisition Personnel—Training and On-the-Job Development, available on the Directives Web site at <http://arpsdir.a.state.gov/> for purposes of documenting career development and collecting career management information. These forms were developed to collect the key information necessary to track the completion of training and related activities by contracting personnel. The forms have data fields for planned and completed training, date of most recent IDP, and various aspects of experience and accomplishments. The forms are shown in 14 FAH-3 Exhibit H-413A and 14 FAH-3 Exhibit H-413B, respectively.
- c. For Foreign Service nationals (FSNs), equivalent guidance was issued in ALDAC 02 State 144711.

14 FAH-3 H-414 PERFORMANCE APPRAISALS

(CT:AQM-1; 11-29-2005)

Employee interviews and Individual Development Plans (IDPs) should be integrated into the performance appraisal process. The goal is to have in place generic performance standards that reflect the competencies identified in the Federal Acquisition Institute (FAI) Contract Specialist Training Blueprints. The employee interview and IDP may be used as part of the process of establishing performance standards for employees. IDPs should reflect the employee's most recent appraisal and plan for any education and training needed to improve performance.

14 FAH-3 H-415 THROUGH H-419 UNASSIGNED

14 FAH-3 EXHIBIT H-413A

FORM DS-1911, INDIVIDUAL DEVELOPMENT PLAN FOR ACQUISITION PERSONNEL

(CT:AQM-1; 11-29-2005)

U.S. Department of State					
INDIVIDUAL DEVELOPMENT PLAN FOR ACQUISITION PERSONNEL					
NAME OF EMPLOYEE BEING RATED (<i>Last, First, MI</i>)			EFFECTIVE DATE OF PLAN (<i>mm,dd,yyyy</i>)		
			FROM TO		
PRESENT POSITION/GRADE & TITLE			BUREAU/OFFICE OR POST		
WORK TELEPHONE NO.		NAME OF SUPERVISOR		TITLE OF SUPERVISOR	
SHORT TERM CAREER GOALS (ONE YEAR)			LONG TERM CAREER GOALS (3 TO 5 YEARS)		
ASSIGNMENT HISTORY WITHIN ACQUISITION OFFICES					
TITLE		SUPERVISORY EXPERIENCE (Click block for Yes or No)		START DATE (<i>mm-dd-yyyy</i>)	END DATE (<i>mm-dd-yyyy</i>)
EDUCATION (<i>Type: college, trade school, union apprenticeship, military school</i>)					
INSTITUTION	DEGREE	MAJOR FIELD	LOCATION	DATE (<i>mm-dd-yyyy</i>)	TYPE

U.S. Department of State Foreign Affairs Handbook Volume 14 Handbook 3—Acquisition
Career Management Program

TRAINING PLANNED/APPROVED (Type: TC = Technical, A/M = Administration/Management, M = Mandatory, FC = Formal Classroom, D = Distance Learning, C = Correspondence, AS = Acceptable Substitute Training, ET = Equivalency Test, O = Other)					
TITLE	DATE	LOCATION	GIVEN BY	NO. OF HOURS	TYPE
CURRENT WARRANT LEVEL					
LEVEL OF WARRANT	TYPE OF WARRANT		DATE ISSUED (mm-dd-yyyy)	RESTRICTIONS	
MEMBERSHIP/CERTIFICATION (Type: M = Membership, C = Certification)					
ACTIVITY			TYPE	DATE (mm-dd-yyyy)	
PRIVACY ACT STATEMENT					
This information is collected under the authority of 5 U.S.C. Section 4101 et seq., 41 U.S.C. Section 414, Executive Order 12931, and Office of Federal Procurement Policy Letter 92-3 and 97.1. The Primary users of this information will be the Office of the Procurement Executive and each contracting activity's training officer within the affected Bureau who can determine current and future training requirements of individuals performing procurement duties. This information is gathered to ensure that proper recognition is given to individual employee for his/her performance record. Furnishing information on this form is voluntary, but failure to do so may result in the inability to identify appropriate training opportunities for professional development or to accord proper recognition for performance.					

COMPLETE DS-1911A TO LIST COMPLETED TRAINING AND DEVELOPMENTAL ASSIGNMENTS

Page 2 of 2

14 FAH-3 EXHIBIT H-413B FORM DS-1911A, INDIVIDUAL DEVELOPMENT PLAN FOR ACQUISITION PERSONNEL – TRAINING AND ON-THE-JOB DEVELOPMENT

(CT:AQM-1; 11-29-2005)



U.S. Department of State

INDIVIDUAL DEVELOPMENT PLAN FOR ACQUISITION PERSONNEL - TRAINING AND ON-THE-JOB DEVELOPMENT

TRAINING COMPLETED (Type: TC = Technical, A/M = Administration/Management, M = Mandatory, FC = Formal Classroom, D = Distance Learning, C = Correspondence, AS = Acceptable Substitute Training, ET = Equivalency Test, O = Other)						
TITLE	DATE (mm-dd-yyyy)	LOCATION	FAI COMPETENCY NO.	GIVEN BY	NO. OF HOURS	TYPE
ON-THE-JOB DEVELOPMENT (Method: 1 = work assignment, 2 = rotational assignment, 3 = practicum, 4 = other)						
DESCRIPTION	FAI COMPETENCY NO.	METHOD	DATE FROM (mm-dd-yyyy)	DATE TO (mm-dd-yyyy)		

DS-1911A
11-2002

ATTACH ADDITIONAL SHEETS AS NECESSARY

Page 1 of 1